**2024 CAS-ORS Humanities Project Completion Summer Stipend Program**

The CAS-ORS Humanities Project Completion Summer Stipend Program aims to stimulate new publications in the humanities by providing small awards to support the last stages of projects. The program provides $10,000 over two consecutive months of research and writing with an expectation of project completion the following semester. The CAS-ORS Humanities Project Completion Summer Stipend funds may be used to support recipients’ compensation, travel, publication costs and other costs related to the scholarly publication (see allowable costs below).

**Eligibility:**

1. Applicants must be current tenured or tenure-earning faculty members in the College of Arts and Sciences.
2. Scholarship in the humanities must fall within the broad definition established by the National Endowment for the Humanities.
3. The expected research project output is the publication of a new scholarly book, book chapter, or peer-reviewed journal article in the Humanities.
4. Preference will be given to faculty who demonstrate that they will be able to complete the project during Summer/Fall 2024 and have not received a CAS-ORS Humanities Project Completion Summer Stipend award in the past year.
5. Recipients of other internal awards for summer 2023 who have not provided a report on their grant activities will not be eligible.
6. Applicants who have accepted other grants or awards for summer 2024 *for the same scope of work* are ineligible to accept a CAS-ORS Humanities Project Completion Summer Stipend award.
7. CAS-ORS Humanities Project Completion Summer Stipend awards are designed to enhance research at and for USF. Faculty members who leave USF at the end of the year in which they receive notification of a grant cannot accept the funds and must return them if already transferred (e.g., grant is awarded in March 2024 for Summer 2024, after which the faculty member accepts a position elsewhere, to start Fall 2024).
8. Any unused CAS-ORS Humanities Project Completion Summer Stipend award money must be returned to CAS-ORS at the end of October, 2024. CAS URAs will be assisting in this audit and return process. Extensions may be granted on an individual basis.

**Evaluation Criteria:**

1. Relevance to the Humanities.
2. Potential to contribute to the applicant’s discipline or field.
3. Potential to contribute to the reputation of the department, college, or university.
4. Feasibility and clarity of processes and activities for the funded portion of the project.
5. Precise explanation of the proposal objectives.
6. Preference will be given to projects with expected completion Fall 2024 semester.
7. Late applications and applications that do not adhere to all requirements (including page counts) will not be reviewed.

**Allowable Costs:**

1. Travel for the applicant, necessary to complete the project research. Note: travel to present at and/or attend a national/international conference is **NOT** covered under the grant.
2. Software or collection fees needed to complete the project.
3. Operating costs, directly related to the research, e.g., copying, postage, etc.
4. Appointment of personnel for tasks that directly support the research (e.g., transcription, indexing, etc.).
5. Summer salary, **including fringe benefits**.

**Application: Please submit the following:**

1. Cover Sheet (Attached)
2. Narrative (3 pages max.)
3. Work plan (1page)
4. Budget (template attached)
5. Budget justification
6. Scholar’s CV (2 pages max.)

**Narrative (3 pages):**

Please provide a comprehensive description of your proposed project. Use the following section headings and supply the indicated information.

1. ***Significance and impact****:* Describe the intellectual significance of your proposed project, including its value to humanities scholars, general audiences, or both. State the project’s thesis or claim and provide an overview, explaining the basic ideas, problems, or questions examined by the project. Explain how the project will complement, challenge, or expand relevant studies in the field.
2. ***Progress to date****:* Describe and clarify the part or stage of the project that will be supported by the summer stipend. Explain how the final project will be organized. If possible, provide a chapter or article outline. For edition or translation projects, describe the annotations or other scholarly apparatus that you plan to include. If you are proposing to translate into English a work for which other English translations already exist, provide a rationale for the new translation.
3. ***Final product and dissemination***: Describe the intended audience and the intended project results. Explain how the results will be disseminated and note how these means are appropriate to the subject matter and audience. While a publication contract is not required, describe expressions of interest from publisher(s)/journal acquiring editor, if applicable. If the final product will appear in a language other than English, explain how access and dissemination will be affected.

**Work plan (required, must not exceed 1 page):**

Summarize your work plan, describing the part or stage of the project that will be supported by the Summer Stipend and the activities or steps that you will use during the period of performance to carry it out. Use a timeline that includes each activity. Your work plan must be based on a full-time commitment to the project for two consecutive months; part-time work is not allowed. If you do not anticipate finishing the entire project during the period of performance, discuss your plan for doing so.

**Budget template and Budget Justification:**

Please use the Budget Template attached and list all estimated costs of your project. Detail how you intend to use the requested funds in the budget justification section.

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**[Cover Page]**

**2024**

Name (Last, First) Click here to enter text.

USF Employee #: Click here to enter text.

Department: Click here to enter text.

Address: (E-mail) Click here to enter text.

Title of Project Click here to enter text.

Faculty rank Assistant Professor  Associate Professor  Full Professor

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Digital signature accepted)

**Deadline and Submission: The deadline for receipt of applications is 5 p.m. April 19th, 2024**.

**Submit application electronically to:**

[**cvetromile@usf.edu**](mailto:cvetromile@usf.edu)

All recipients of the summer research grants must submit a report following the completion of the summer segment of the project (**due October 15, 2024**).

Narrative (3 pages):

Work Plan (1 page):

Budget and Budget Justification:

List all estimated project costs and detail how you intend to use the requested funds.

|  |  |
| --- | --- |
| 1. Total amount requested from Grant **only:** | $ |
| 1. List below expenses to charge Grant |  |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **Total expenses to charge Grant:** | $ |
|  |  |